

Little Traverse Bay Bands of Odawa Indians Job Posting

Job Title:	Staff Accountant
Department:	Accounting
Reports To:	Chief Financial Officer
Status:	Exempt
Salary Range:	\$40,217-\$52,489 (\$19.34 to \$25.24)
Level:	6
Opens:	June 19, 2015
Closes:	July 10, 2015

SUMMARY

Under the supervision of the Chief Financial Officer, monitors daily financial activities of the Little Traverse Bay Band of Odawa Indians Tribal Government operations using the highest standards of accounting principles. Assists program managers with understanding financial information. Verifies funds availability and approves invoices for payment. Prepares general journal and budget entries. Prepares financial and statistical reports. When assigned, directs the accounting activities of the support staff within the accounting department.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Oversees daily accounting for revenue and expenditures by departments; audits and reports financial transactions to funding sources; ensures accuracy and compliance with tribal, local, state, and federal requirements; and interprets and applies Generally Accepted Accounting Principles.
- Maintains key unrestricted and restricted fund ledgers and provides specialized accounting for the maintenance, control, and reporting of revenues, expenditures, assets, liabilities, equities, and payroll for specifically assigned programs. Monitors departmental budgets and any related grant budgets. Informs management of conditions and status of adherence to laws and regulations.
- Interprets and analyzes financial operations and transactions, forecasts trends, and develops special complex reports and analyses for management and funding agencies; makes recommendations for asset utilization and expenditure control.
- Monitors and maintains appropriate revenue levels by actions such as letter of credit draw downs and cost reimbursement billings; oversees major liability accounts for the tribal government.
- Analyze purchase requests for allowable spending, proper classification and availability of funds. Journal entry input and payable corrections when necessary.
- Continual review of income statement, trial balance, and general ledger for appropriate classification.

- Develops complex accounting and database applications.
- Prepares monthly reconciliations for cost pools, assets, including bank accounts and accounts receivable, and other accounts as necessary.
- Keeps abreast of tribal government policies and procedures, current developments in accounting and auditing professions, and changes in local, state, and federal laws, as applicable.
- Interacts with governmental auditors and assists independent auditors with interim and year-end audits, as appropriate. Prepared schedules and reconciliations necessary to assist with the annual audit
- Prepares accurate financial reports for program managers in a timely fashion and assists with budget requests and budget modification requests.
- Participates in the annual Executive budget process. Maintaining and updating department spreadsheets as necessary.
- Training department and program managers in the use of the accounting software.
- Works with department and program managers to assure understanding and compliance with LTBB policies and grant requirements.
- Help train the Jr. Accountant and accounting technical staff, as needed.
- Maintains detailed fixed asset records.
- Assists the CFO with internal program audits.
- Assist with preparation of Annual Report for citizens.
- Prepare billings to outside agencies.
- Monitor departmental budgets and any related grant budgets.
- Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Skills and experience in budget preparation and fiscal management.
- Ability to communicate effectively with superiors and co-workers.
- High degree of ethics and self-discipline.

- Strong analytical, organizational and communication skills required. Demonstrated ability to work utilizing a consistent exercise of discretion and independent judgment.
- Ability to respond effectively to complex inquiries from departments, granting agencies and regulatory agencies.
- Ability to understand, analyze, and interpret Federal laws, grantor guidelines, financial reports and legal documents. Full understanding of GASB and GAAP.
- Capable of supporting multiple tasks and projects simultaneously.
- Knowledge of OMB Circular A-102 (Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments); 2CFR225 (Cost Principles of Federal Awards for Indian Tribal Governments); OMB Circular A-133 (Audits of States, Local Governments and Non-Profits Organizations) and A-133 Compliance Supplement required. Must be able to demonstrate knowledge.

EDUCATION AND EXPERIENCE

Required: Bachelor Degree in Accounting from an accredited university, with one year of experience operating at a Staff Accountant Level, preferably with at that experience in governmental accounting. Additional years of experience, Master Degree, CPA, or CGFM preferred.

SUPERVISORY RESPONSIBILITIES

Some personnel oversight within the department will be assigned on a daily basis. Staff Accountants are responsible for overseeing the work product of individuals within the Accounting Departments as it relates to financial data entry, tracking, and organization of backup documentation.

COMMENTS:

Indian Preference will apply. Individual must be able to pass a criminal background investigation.